



TOWN CLERK'S OFFICE TOWN CLERK

Unit: Non-Union

Status: Exempt

Reporting To: Town Manager

Base Wages: MS-10, \$72,820 to \$92,150/ annually

Hours: Town Hall hours, 8:30 AM to 4:30 PM Monday through Friday. Required to be available after-hours for meetings and other needs of the Town.

Application Deadline: Open until filled

Definition

Responsible for managing the operations of the Town Clerk's office to include the management of elections, Town Meetings, Town records, vital statistics, voter registration, and dog licensing.

Essential Functions

Working under the general direction of the Town Manager, perform the following functions:

- Supervises two (2) full-time-equivalent employees in such positions as Assistant Town Clerk and Senior Clerk.
- Supervisory activities include establishing work procedures and performance, providing performance feedback, conducting formal performance reviews, developing the operating budget, hiring and orientating new employees, scheduling work hours/granting time off, providing training and development, assigning/reviewing work, and disciplining employees.
- Supervises part-time election officials, and is a member of the Board of Registrars.
- Plan, direct, evaluate and exercise general supervision over the work of the Town Clerk's office to include the management of the Town census; Town elections, enforcement of campaign finance laws, training and recruitment of election workers, and administration of statewide Central Voter Registry; issuing of permits and licenses; and record keeping, including records of official Town actions, by-laws and state statutes, membership lists of all boards and committees, vital statistics, public records, and other required official filings and notifications
- Develop, manage and monitor annual operating budget and capital budget for the Town Clerk's Office, including the Board of Registrars budget and the Election budget.
- Establish policy and enforce departmental rules, regulations, work methods and procedures.
- Serve in numerous official capacities required by the Commonwealth. Perform official functions including Chief Election Officer, Official Recording Officer, Public Records Officer/Records Access Officer, Clerk of the Town Meeting, Registrar of Vital Statistics, Member of the Board of Registrars, and Federal Census liaison.
- As Official Recording Officer for the Town: Record and certify all official actions of the Town. File and maintain all state statutes, Town by-laws, Selectmen/Town Manager Act, Representative Town Meeting Act. Maintain membership lists of all boards and committees; serve as resignation authority. Serve, as filing agent for Planning Board, Historic District Commission, Board of Appeals and all other required official filings and notifications, such as pole/conduit locations. Sign all notes for borrowing. Keeper of the Seal and notary public for official certifications and notarizations. Receive and circulate notices of claims and legal actions against or relating to the Town.
- As Registrar of Vital Statistics: Register all vital events occurring within the community and those events occurring elsewhere to local residents. Create, record and preserve original birth, marriage, and death records providing the basis for the Commonwealth's central vital registration system.
- As Public Records Officer: Administer the oath of office to all elected and appointed members of local committees and boards. Develop system and provide training and guidance for all officials and employees regarding Open Meeting and Conflict of Interest laws and requirements. Develop systems and oversee postings of meetings of all government bodies. As RAO provide access to public records in compliance with state Public Record Law and corresponding regulations. Create certificates, and provide certified copies of vital

records. Plan and implement cross-departmental records management and records preservation program. Records Manager for the Town.

- As Clerk of the Town Meeting: Attend all meetings. Record all attendance, motions submitted, and actions taken. Process as necessary all by-laws to the Attorney General, acts to the Legislature, reports to state agencies; maintain Code of Wilmington as official comprehensive publication of Wilmington's bylaws, regulations, and special acts.
- Process, verify, route, and maintain official records and documents, vital statistics; issue permits and licenses.
- As Chief Election Officer: Administer local, state and federal elections. Supervise voter registration, and compile and maintain voter registrations and voter lists. Certify nomination papers and petitions. Prepare, record and report official results to the Secretary of the Commonwealth. Maintain and ensure accuracy of elections system.
- Administer campaign finance law. Explain laws and requirements and filings, serve as reference and resource.
- Coordinate and oversee registration procedures and setup and administration of polling sites. Recruit, train and provide direction to election workers. Responsible for oversight and operation of statewide Central Voter Registry.
- Conduct, administer and oversee activities and operations of the annual Town census. Perform and/or oversee the compilation of information for school department use and submittal to the Office of the Jury Commissioner. Prepare the street list of residents.
- Serve as the central information point, plan and oversee comprehensive communication systems including web presence for the Town Clerk's Office with key office related information and respond to inquiries from the general public, other state agencies and municipal governments, as well as other Town departments and Boards. Frequently facilitates communication between and among these groups. Serve as reference resource.
- Serve as Federal Census liaison and perform preparatory activities in advance of conducting the census.
- Actively participate as a member of the Senior Management Team. Work collaboratively to set the direction for the municipal organization, continually improve Town services, and appropriately allocate organizational resources across Town departments.
- Other duties as assigned.

Minimum Qualifications

- Bachelor's degree in business, public administration, or a related field and six (6) years of progressively responsible experience in public administration, records management, office management, or a related field; or any equivalent combination of education and experience.
- Graduate of the Town Clerk's Institute or ability to obtain certification as a Certified Municipal Clerk.

Special Requirements

- Must be bondable
- Valid State Driver's License or be able to obtain one; notary public certification within six (6) months
- U.S. citizenship
- Must be a registered voter.

Knowledge of:

- Operations, services and activities of a Town Clerk's office.
- Principles and practices of records management, program development; administration and evaluation; project management; staff supervision, training and performance management; and municipal budget preparation and administration.
- Pertinent Federal, State and local laws, codes and regulations.

Ability to:

- Lead and direct the operations, services and activities of a Town Clerk's office.
- Develop and administer department goals, objectives, and procedures.
- Plan, organize, direct and coordinate the work of staff; select, supervise, train, evaluate, and discipline; delegate authority and responsibility.
- Research, analyze and evaluate new service delivery methods and techniques.
- Identify and respond to community and Board of Selectmen issues, concerns and needs.

- Analyze problems, identify alternative solutions, project consequences of proposed actions and recommend courses of action.
- Prepare and administer budgets; prepare clear and concise administrative and financial reports.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Interpret and apply federal, state and local policies, laws and regulations.
- Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:
 - Walking, standing or sitting for extended periods of time
 - operating office equipment including computer, copier and telephone
 - traveling to various work locations.

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- communicating with others
- reading and writing
- answering questions
- speaking in a clear and audible voice.

Maintain mental capacity that permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities
- estimating time and materials needed for projects
- evaluating the effectiveness of programs and personnel
- recommending effective policies and procedures
- prioritizing and assigning work activities
- analyzing and interpreting data and trends
- performing mathematical and statistical computations
- communicating clearly
- responding to questions.

Effectively handle a work environment and conditions that involve:

- working closely with others
- working with the public
- working in the field
- working outside of normal office hours, as required.

Job Environment

The work environment characteristics described here are representative of those that the employee encounters while performing the essential duties of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of this job.

Work is conducted in an open office, with frequent interruptions. The noise level is moderate.

Physical Requirements

The physical demands listed are representative of those that must be met by the employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the job.

While performing the duties of this job, the employee is required to sit, talk, hear, walk, use hands to finger, handle, or feel. The employee must occasionally lift and/or move up to 35 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

EOE

August 2021

To Apply:

Submit resume, cover letter and completed application to:

Town Manager's Office

Attn: Assistant Town Manager/Director of Human Resources

121 Glen Road

Wilmington, MA 01887

or via email at:

jobs@wilmingtonma.gov

If submitting by email please use "Position: Town Clerk" in the subject line. Resume, cover letter and completed application may be attached as a PDF to the email. Please note, we will not reformat or fix formatting issues if sending electronically in a file type other than PDF.